



## **REQUEST FOR PROPOSAL**

City of San Pablo  
On-Call Building Official, Commercial  
Plan Check and Inspection Services

*Released: March 24, 2015*

### **Important Dates**

Proposal Due: April 14, 2015

Award of Contract: June 1, 2015

City of San Pablo  
Development Services Department  
13831 San Pablo Avenue. , Bldg. 3  
San Pablo, CA 94806  
Phone: 510-215-3030  
FAX: 510-215-3014

## **I. OVERVIEW**

The City of San Pablo is requesting proposals for an on-call firm to provide Building Official, commercial inspection, and Building plan check services on an as needed basis. Services could include plan check review for American Disability Act, and to ensure conformance with the California Building Codes. The city will select one or more firms, based on demonstrated competence and a cost effective approach to performing the plan check and inspection services.

## **II. BUILDING SERVICES**

The City of San Pablo currently has a full services Development Service division, including Community Planning, Business Licenses, Building, and a Residential Health and Safety program. The Building Division has one full time residential building inspector, one .8 Administrative Clerk assigned to the Residential Health and Safety program, one 100% Senior Building Permit Technician, and several rotating staff at the One Stop Permit Counter. The City of San Pablo issued 850 building permits in 2014 (25% commercial and 75% residential). The One Stop Permit Counter is open Monday – Thursday from 7:30a – 6:00pm. The City has 65% Spanish speakers. Improving the quality of construction, ensuring health and safety, ensuring design on plans meeting minimum standards is required.

The City of San Pablo has had a long-term contract with an existing service provider. In order to make the services and contract competitive and to ensure our line-item budget is aligned with services the contract is going out to bid.

Due to inadequate staffing, and the need for commercial inspection services we provide temporary staffing services by utilizing qualified firms to perform Building division duties on behalf of the City. The consultant selected will be required to analyze diverse range of plans and calculations for buildings of all types of construction. The consultant selected shall have a thorough knowledge of the 2013 Building Codes, referenced standards, and adopted amendments.

## **III. SCOPE OF SERVICES REQUIRED**

The City of San Pablo is seeking the services of highly qualified consulting firm(s) to provide the following on call services to supplement the City's existing Building division. The work may involve a complete plan check and inspection services of all the building trades involved in the permit or the City may request that only one of the trades.

- Plan check of complex structural, demolition, architectural, electrical, energy, mechanical, plumbing plans and specifications submitted as part of a building permit application to confirm compliance with applicable California Building Codes and adopted amendments by the City of San Pablo. Work shall include review of plans and specifications, written corrections and redlining of plans, communicating both orally and in writing to the applicant and providing code interpretation.
- Building construction and offsite inspection services to ensure construction conforms to the approved plans and the California Building Codes as amended by the City of San

Pablo. Work shall include providing written documentation of inspection performed, issuance of stop work notices, and issuance of correction notices. The selected consultants must be able to provide inspection services within 24-hour notice.

- Perform health and safety inspections to ensure that minimum health and safety standards are being met.
- Perform occupancy inspections to ensure that minimum life safety requirements for existing buildings are being met.
- American with Disability Act plan check and inspection.
- In the event of catastrophe or emergency event provide plan check review and inspection teams to assist the City with building safety assessment emergency inspections and plan check services.
- On large complex projects coordinate with CEQA and special study experts such as geologist, biologists, and arborists.
- Refer applicants to the Planning Division to determine whether illegal construction can be constructed.
- Monitor trends and legislation and advise the City on appropriate ordinances and standard practices to adopt.

#### **IV. PROPOSAL CONTENT**

Proposal responses must adhere to the requirements outlined in this section. The original proposal and each subsequent copy must be submitted on paper, properly bound, appropriately tabbed and labeled in the following order:

1. **Introduction:** Provide a cover letter and introduction including the name and address of the organization with the name, address, telephone and fax numbers, and e-mail address of the contact person who will be authorized to make representation for the organization. A one- to two- page Executive Summary shall be provided with an overview of the proposal, its highlights, and the approach to successfully completing the services.

2. **Qualifications and Personnel:** Describe the firm's resources, experience and capabilities as follows:

a. Provide an outline of the firm's background, qualifications, and ability to perform the scope of services required. Identify any external consultants for the services.

b. Provide a list and/or organizational chart to identify the person(s) who will be primarily responsible for contact with the City.

c. Identify all key project personnel, their relationship to the services, relevant qualifications and experience, and their level of effort toward completing all needed tasks. Include a description of specific projects similar to this request and the specific tasks performed by the project personnel.

d. Provide a brief outline of the firm's current workload, staffing and ability to meet the schedule and deadlines described in this RFP. Please include "Fast Track" plan check services and turnaround time. Time frames should be started in terms of the number of calendar days or weeks required to complete the plan check tasks

e. Provide budget and hourly rates of all key personnel.

3. **References:** Identify at least three (3) reference for work performed in the past three years, preferably with direct involved of municipal governments in California.

4. **Additional Data:** Proposals may include any other information the Consultant deems essential to the evaluation of the qualifications and proposal statements. This section will be limited to five (5) pages.

## **V. PROPOSAL SUBMITTAL**

To be considered, please submit three (3) copies of the proposal by April 14, 2015 at 5:00pm to:

Michele Rodriguez

Development Services

City of San Pablo

13831 San Pablo Avenue. , Bldg. 3

San Pablo, CA 94806

All proposals shall be submitted in sealed envelope(s) and shall be clearly marked:

### **PROPOSAL FOR ON-CALL PLAN CHECK AND INSPECTION SERVICES**

Proposals received after the due date and time will not be opened. Faxed proposals will not be accepted. Questions regarding the Request for Proposals may be directed to Michele Rodriguez, Development Services Manager by mail, e-mail ([micheler@sanpabloca.gov](mailto:micheler@sanpabloca.gov)). All questions should be submitted in writing and all prospective consultants will receive copies of the questions and responses.

## **VI. REVIEW AND SELECTION PROCEDURE**

An evaluation committee by the City staff will review each proposal. The following evaluation criterial will be used in selecting a Consultant:

1. Experience with similar efforts;
2. Commitment of Senior Staff to the Project;

3. Relevant qualification of key personnel;
4. Familiarity with needs of a municipal/governmental entity;
5. Ability to provide a local presence during the job;
6. Proposed schedule and ability to meet applicable deadlines; and
7. Overall responsiveness to this RFP.
8. Overall budget.

After reviewing the submissions, the selection team may request to meet with its top candidates on Wednesday, April 22, 2015. The City reserves the right to reject any or all proposals for any reason. Minor irregularities of the proposal may be waived at the discretion of the City.